



Director's Rule 43-88

Applicant CITY OF SEATTLE DEPARTMENT OF CONSTRUCTION AND LAND USE	Page of	Supersedes
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	Publication	Effective
	7-28-88	9-1-88
	Code and Section Reference	
Subject Requirements for Records Indexing	RCW 42.17.260	
	Type of Rule Procedure	
	Ordinance Authority 3.06.040 Seattle Municipal Code; 42.17.260 RCW	
Index General Administration - Procedural Requirements	Approved	Date
	Holly Miller	8/24/88

Background

Section 42.17.260 of the Revised Code of Washington requires that agencies maintain and make available for copying and inspection a current index of selected records issued, adopted or promulgated after January 1, 1973. Subsection 3 of RCW 42.17.260 provides that an agency need not maintain such an index if to do so would be unduly burdensome; however, the following requirements must be satisfied:

- a. The agency must issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and
- b. The agency must make available for public inspection and copying all indexes maintained for agency use.

Rule

Pursuant to RCW 42.17.260(3), DCLU shall not maintain a separate documents index as contemplated by RCW 42.17.260(2) on the grounds that to do so would be unduly burdensome. This rule is intended to satisfy the formal order requirement of RCW 42.17.260(3)(a).

Reason

Although DCLU maintains a variety of document indexes and document lists in the regular course of its business, all of which are available for public inspection and copying, DCLU does not maintain a single index which specifies and describes the categories of

documents listed in RCW 42.17.260(2). The types of records required to be indexed under the RCW provisions are created on a regular basis by the Department and are extremely voluminous. Each determination, action or approval made by the Department involves records falling within many, and often all, of the categories of documents listed in the RCW section.

DCLU maintains the vast majority of its records on an address basis, and each address file contains many documents which would be separately listed in the type of index contemplated by the RCW requirement. Thus, under the RCW index, DCLU would be forced to categorize separately documents located in thousands of individual files. The creation and maintenance of such an index would require a fundamental restructuring of DCLU's records management system, and as such, would be both unduly burdensome and disruptive of the Department's current operations.

Accordingly, DCLU will rely on the exemption created in the RCW for the public records index. However, consistent with the spirit and intent of the Public Records Act, DCLU will maintain its existing document indexes and records management systems which allow for easy access and retrieval of specific public records by interested parties. DCLU will also continue its present policy of allowing full access to its public records, including its existing records indexes, as required by law.